

Meeting Date:

January 25, 2002

Members Present:

Wanda Martin (Recorder)

Greg Jordan (Treasurer)

David Shonle (County Clerk, proxy)

Marty Womacks (Auditor)

Others Present:

Jack Sandlin (Perry Township Trustee)

Harold Day (Perry Township Trustee's Chief Deputy)

Heather Smith (City-County Council)

Virginia Francis (County Assessor's Office)

Mark Mertz (Commission Counsel)

The meeting was called to order by Acting Chairman Greg Jordan.

Approval of Minutes: A motion was made by David Shonle to approve the minutes of the July 20, 2001 meeting. Motion was seconded by Marty Womacks and unanimously approved.

Perry Township Trustee: A request was made to destroy the following records: Trustee copies of checks (1998 and older), Cancelled checks of Trustee Account (1998 and older), Cancelled checks Employee Health Insurance (1998 and older), Dog Tags & Receipt Books (1998 and older), Trustee Receipts (1998 and older), Budget Documents with exception of one copy (1998 and older), Appropriations Documents (1998 and older) Accounts Payables Files (1998 and older), In-house Accounting Records (1998 and older). Ms. Womacks moved to accept this request. The motion was seconded by Mr. Shonle and unanimously approved.

Capital Improvement Board: A request was made to destroy the following documents: Unsold Tickets and Discount Coupons (1995), Unsold Tickets and Discount Coupons (1996) and Unsold Tickets and Discount Coupons (1997). Wanda Martin moved to accept this request. The motion was seconded by Marty Womacks and unanimously approved.

City-County Council: A request was made to microfilm and destroy Minutes and agendas (1998). Marty Womacks moved to accept and David Shonle seconded this request. The motion was unanimously approved.

Marion County Assessor: A request was made to destroy the following documents: Property Tax Appeals, Form 130 (1991), Miscellaneous Correspondence (1990), Non-Profit Exemptions, Form 136, (1990 – 1996). The representative, Ms. Francis amended her request to state that Form 136 for the year 1996 would only be destroyed after imaging was completed. Mrs. Martin moved to accept this request. David Shonle seconded the motion and it was unanimously approved.

Center Township Trustee: A request was made to destroy the following: Business Personal Prep Tax Filings (1991). A motion was made by Marty Womacks to accept this request. David Shonle seconded the motion and it was unanimously approved. The Commission asked the Trustee's Office to consider having a representative present at destruction as these documents are confidential records.

Approval of Special Districts General Retention Schedule: After review of this retention schedule, Marty Womacks moved to adopt it as presented. David Shonle seconded the motion and it was unanimously approved.

There being no further business, Greg Jordan adjourned the meeting.

Wanda Martin, Chairman

Sarah M. Taylor, Secretary